Pomona Unified School District Pomona Valley Youth Employment Services Charter School [PVYES]

ABSTRACT

Pomona Valley Youth Employment Services Charter School has three key areas of focus:

- 1) Student achievement of all established educational goals as related to California Department of Education standards.
- 2) Family involvement and preservation of the family unit through collaboratives with public, private organizations and social institutions.
- 3) Technological advancement.

Pomona Valley Youth Employment Services Charter School is a partnership with the Pomona Unified School District and the community of parents seeking alternative education for students in grades 9-12 to enable higher academic achievement, personal and family development. Pomona Valley YES has a continued desire to empower students who are economically and educationally disadvantaged by offering them the opportunity to enhance adademic/technical skills.

Pomona Valley YES student exit outcomes: Students will work with an interactive-technology based curriculum [e.g. Novanet or WASATCH] in accordance with elements of SCANS and the CDE standards to accomplish the following goals:

- Demonstrate strong reading, writing, listening, speaking and presentation skills.
- Develop the ability to reason logically, think critically, and answer challenging global questions about the world community.
- To understand clearly how to apply mathematical processes and concepts.
- To understand how to apply civic, historical and geographical knowledge in order to serve in the world community of today and tomorrow.
- To understand the importance of and apply the concepts of life, physical and earth sciences into their daily lives.
- To understand and learn how to integrate self-responsibility, vision, priority setting, synergy, influence and a holistic approach to life.
- To understand how to learn, become self-motivated, competent and lifelong learners.
- To become productive citizens who contribute to the welfare of their local and global communities.
- To learn how to work within diverse groups and utilize information to produce high-quality, practical and innovative end products.
- To learn how to think creatively, make sound decisions, communicate effectively and solve problems in response to real life issues.

Building Pomona Valley YES educational capacity: During the planning grant period, the Pomona Valley YES Planning Team will work with various partners and educational experts to build on current knowledge and systems to create end-of-course outcomes to equal or exceed California Department of Education and the curriculum of choice standards; develop the interactive-technological curriculum, methodology, and assessment systems, finalize the daily [8:00 -5:00] and years schedules, detail extensive support systems for student academic success, and provide appropriate professional development.

Building Pomona Valley YES business and organizational management capacity:

The Pomona Valley YES Planning Team is working together to develop a comprehensive business plan including start-up, first year operating, two through sixth year projected budgets, and a ten year organizational plan, including growth expectations. Governance will be provided by a 9 member Board, including the Policy Council [50% parent/student representatives] and local organization leaders. The school will be located at the existing Pomona Valley YES property site, will begin with grades 9-12 in fall, 1999 and plan to complete the addition of grades 6-8 by the year 2002.

Building Pomona Valley YES collaboration and networking: The Pomona Valley YES Planning Team will continue existing collaborations with Cal Poly- Pomona, Mt. San Antonio College, and the Pomona Unified School District. During the grant planning period, the Planning Team will seek to expand its existing support network with parents, community organizations, and additional members of the education community [e.g. University of La Verne, University of Redlands, the Claremont Colleges, technological firms in Los Angeles & San Bernardino County]. Pomona Valley YES will be developing a Mentoring Program with participating members from all business sectors.

Pomona Valley YES Planning for Charter Proposal Approval: The Pomona Valley YES Planning Team has developed a timeline with specific deliverables, the three primary items being an approved charter, a financially and administratively viable organization, and a school ready to open in the fall, 1999. Assessment of planning grant success will analyze the quality and timeliness of the deliverables, using both formative and summative approaches. On-going assessment formative/summative evaluation will focus on student achievement [criterion-referenced and comparative-State, district, school] with short-term, mid-term and long-term indicators and on organizational viability, focusing on financial health, faithfulness to the Charter, Parent Involvement, and Managerial Issues.

POMONA VALLEY YES CHARTER SCHOOL

TABLE OF CONTENTS

		Pages
I.	The Pomona Valley YES Educational Vision Baseline information	5 5
	The PVYES Educational Vision	5-6
	Student Performance	7
II.	Description of Grant Project Goals and Activities for Approval of	8
	a Charter Proposal	
	Educational Capacity	8
	Activities and plans for developing innovative strategies	8-9
	proven methods of learning and teaching	
	Learning Standards	
	Curriculum	
	Instruction	
	Assessment [Page 8.a PVYES Targets, Goals & Assessment Goals]	
	Technology	
	Learning Environment	_
	Plans to address professioal development for school reform and restructuring	9
III.	Business and Organizational Management Capacity	9
	Comprehensive design for effective school functioning supporting educational vision	9
	Activities to develop a proposed budget demonstrating the school's viability	10
	Governance and management structures	10-11
	Governance	
	Management	
	Staffing	
	School facilities	11

IV.	Collaboration and Networking Involvement of parents and comunity members in the	11
	charter development Plans for building partnerships with parents Plans for building partnerships and networking systems with the charter school [including external technical support]	12 12
V.	Support for Getting the Charter Petition Circulated and Approved Specific Activities and Work to be Done Activities and strategies for the charter approval process Strategies for recruiting students	12-13 13 13 13
VI.	Justification for Use of Grant Funds To fulfill educational vision, support variables of effective schools and to support research activities.	13 13
VII.	Self-Assessment and Procedures for Monitoring Progress Towards Completion of the Charter Proposal	14
VIII.	_Attachment 1- Network of Service Providers	15
IX.	Budget Sheet and Narrative: Appendix F.	16-17
<u>X.</u>	Application Checklist: Appendix C	18
XI.	Exhibit A Los Angeles County Service Planning Areas	19

PLANNING PHASE GRANT

I. The Charter School's Educational Vision

The Pomona Valley YES Charter School is founded on the basic principle of "strengthening the family" and student through Family Preservation and Support techniques which will enhance youth achievement. The mission of Pomona Valley YES is to provide a values based educational environment for students and their families, to build and protect their self-esteem, while increasing academic and technological skills and knowledge, preserving the family unit and develop life-long learners for the local and global community.

The Community and The Challenge

The Pomona Valley YES Charter School is located within Los Angeles County's Service Planning Area [SPA] 3, which is one of eight service planning areas of the County. The largest number of children countywide is within SPA 3 at 448,000. As depicted in **Exhibit A- Los Angeles County Service Planning Areas Map [page 20]**, the Pomona Valley YES Charter School is located within a SPA which has the second highest population with a poverty rate of 17.2%. Pomona's poverty rate as of 1997 was at 18%. Pomona has a relatively young populace with over 36% under the age of 18. The Los Angeles County's children total \$2.5 million, 27% of the total population.

1997 demographics of the school environment indicate:

88% minority student community with: 71% Hispanic, 10.9% Black, 6.5% Asian, 1.2% Filipino, 0.4% American Indian/Pacific Islander and 9.6%% White. High School graduation rate of 73%.

Graduates taking the SAT- 39% and SAT Score average of 1,013.

Grades 7-12 enrollment at 11,550 for

Pomona Valley YES will demonstrate how strengthening the family and student will increase the academic and personal achievement of all students, despite their socio-economic limitations.

Pomona Valley YES Charter School Educational Vision

The Pomona Valley YES Planning Team, parents, community-based organizations, businesses and the Pomona Unified School District will envision the Pomona Valley YES Charter School as a Family Support and Preservation system. The vision of the school is to provide an academic challenging, values based learning environment for both the student and their family. As reflected in the Pomona Valley YES Charter School network, the needs of the family will be met.

Students will learn how to become:

A **responsible citizen** contributing in the community and society.

A **productive worker** using resources and time productively.

A **problem solver** gathering and organizing information from various resources

to make wise and sound decisions.

A **self-directed**, lifelong learner who grows in knowledge, skills and abilities.

A **creative individual** who develops his/her talents applies learned concepts and lives a healthy life style.

Families will benefit from:

Multiple support services designed to build and strengthen the family unit.

Personal Family Plans developed with the assistance of school staff to help families grow together in higher academics and technology.

Before School and After School care available for working parents.

Active participation in the Parent Partnership Association to contribute to the planning, improvement and evaluation of the Pomona Valley YES Charter School Program.

Sharing life experiences, career choices, interests, travel, knowledge and skills to enrich the school curriculum.

Teachers will apply and facilitate a continuous learning role by: Involvement of the student in resource planning, peer assistance, school operations and service.

Assessment and monitoring of student learning outcomes.

Assuring that activities achieve high standards.

Assuring that activities cover a broad range of learning.

Tapping into various community and external learning models.

Infusing multi-cultural content into class programs.

Working with the Planning and Development School Team

Community will benefit from:

After-School classes in topics such as English as a second language, parenting and computer schools enrichment.

A new school environment to help connect students to the community and instill an ethic of service.

Support services offered in the Pomona Valley YES Family Support

The School District will expand existing resources to:

Network of social service providers.

Improve local test scores and graduate outcomes
Help reach all students for educational enhancement,
personal achievement and family development.
Help each student become a productive member of society.

Student Performance: As reflected in the Pomona Valley YES Charter School mission statement, higher student performance will result with a values based educational environment designed for students and their families. The school environment must be "holistic" focusing on the individual student and his/her family unit, providing academic, social, emotional and physical development based on needs.

Pomona Valley YES is researching several models of high-achieving schools, including Federal and State Family Preservation & Support models to develop a learning environment that stimulate student-directed learning. We have incorporated these basic elements into the vision and working design of the school program. In addition, we are looking at *Joyce Epstein's* research on the value of parental involvement and "parents as partners" methodology to include in our school program.

II. Description of Grant Project Goals and Activities for Approval of a Charter Proposal

Grant Project Goals and Objectives

Learning Opportunities- Educational Goals and Objectives: Educational goals and objectives of the Pomona Valley YES Charter School mirror its mission statement and will be equal to or greater than the achievement standards as set by the California Department of Education. Students will learn:

- Demonstrate strong reading, writing, listening, speaking and presentation skills.
- Develop the ability to reason logically, think critically, and answer challenging global questions about the world community.
- To understand clearly how to apply mathematical processes and concepts.
- To understand how to apply civic, historical and geographical knowledge in order to serve in the world community of today and tomorrow.
- To understand the importance of and apply the concepts of life, physical and earth sciences into their daily lives.
- To understand and learn how to integrate self-responsibility, vision, priority setting, synergy, influence and a holistic approach to life.
- To understand how to learn, become self-motivated, competent and lifelong learners.
- To become productive citizens who contribute to the welfare of their local and global communities.
- To learn how to work within diverse groups and utilize information to produce high-quality, practical and innovative end products.
- To learn how to think creatively, make sound decisions, communicate effectively and solve problems in response to real life issues.

Unique Technological Learning Opportunities: Each student will receive training in current MIS to include: 1) Internet Navigation & Exploration; 2) Word Processing-Microsoft Word 97, Work Perfect 97 & Excel 97, Power Point 97, etc...

Educational Capacity

Activities and Plans for developing innovative strategies and proven methods of learning and teaching: Pomona Valley YES will use the WASATCH or Novanet interactive-

technology systems, and CDE Standards [language arts, math, and others as developed] as the learning standards for students and measures of progress toward exit outcomes, including items from the Secretary's Commission on Achieving Necessary Skills [SCANS] competencies will be incorporated.

Learning Standards- The Planning Team will use the planning grant period to develop end-of-course outcomes to meet or exceed CDE standards and provide a clear, measurable and challenging outcome for student performance. We will further investigate other industry-based standards associated with technology and computer science. We will also choose the SCANS skills which are appropriate to Pomona Valley YES and not duplicated by other standards and create benchmarks for student-demonstrated proficiency for the ninth and tenth grade students.

Curriculum/Measurable Student Outcomes- Customized Student Learning Plans [SLP] will be developed to affirm the educational success of each student. Student progress and results will be measured in two modes 1) Content Standards and 2) Performance Standards. Students of Pomona Valley YES will be able to demonstrate proficiency in eight skill areas upon graduation. Core academic skill areas include: Language Arts, Mathematics, History/Social Studies, Science, Self-Responsibility, Vision, Priority Setting, Synergy, Influence, and Holistic Life Skill Approaches. Each studen's progress will be measured by established program benchmarks and Success Plan Portfolios. Pomona Valley YES will utilize the *Stanford 9* and other standardized resources in conjunction with completed student Success Plan Portfolios to monitor progress.

Instruction- Pomona Valley YES will further investigate effective instructional methodologies employed in high-achievement schools serving populations similar to the Pomona community. The Curriculm briefly described above will be further developed with application, self-disciplined learning, and project organization techniques to improve the learning potential of each student.

Assessment- Pomona Valley YES has chosen the WASATCH Interactive Learning method as its primary source of assessment. WASATCH provides a computer-based and real-world settings for students to interactively learn and master established educational objectives. Audio and visual resources will assist the family, educational mentors/specialists and students in develop customized student learning plans based on individual learning styles and strengths. The Planning Team and school staff will complete appropriate WASATCH and Novanet training and review/visit programs where SCANS skills are being taught and assessed in a systematic manner. The team will also develop the final portfolio format to ensure that the portfolio system adequately assesses CDE learning standards and those of Pomona Valley YES, including the development of protocols for semi-annual student-parent conferences focused on performance/ assessment.

Technology- Pomona Valley YES has current software and data base systems, including internet and a network server to provide each student with cutting edge technology and trends. Equipped with three computer labs for computer skills enhancement, Pomona Valley YES believes that technology is an integral part of the family curriculum. Pomona Valley YES has linked computer skills and applications for academic course projects and regular assignments, especially in Math, Sciences, Reading and Writing. Pomona Valley YES will continue to work

with a designated Technology Consultant to determine various hardward and software needs to improve the learning capabilities for students and exit outcomes in technological advancement.

Teaching and Learning Time- The Planning Team will work with school staff to assess and refine the teaching and learning schedules after reviewing successful models and student progress against established benchmarks.

Learning Environment- The Planning Team will further investigate the Family Support & Preservation Models, appropriate skills-based software for computer lab tutoring, successful business mentoring programs and proposed parenting involvement strategies to create a *Family Learning* values-based environment for each student. Pomona Valley YES believes in providing academic, social, emotional and physical support outside of the classroom environment to be able to effectively reach students. This will be further accomplished through an established framework of public and private organizations who are partners in the Family Support network.

Plans to address professional development for school reform and restructuring:

A Family First focus will be applied to the school structure. Extensive informal learning activities will be conducted to familiarize and educate all staff with the schools' vision. Individual professional development plans will be developed to assess strengths, needs and plans to meet the school's vision and mission statement. Peer, student and parent input will be obtained regularly to assess impact. Staff will participate in on-going staff development activities to instill the vision of the school and/or restructuring. The overall purpose of professional development is to maintain an active interest in the many innovative learning possibilities. Successful student achievement outcomes will be the results of effective professional development and commitment.

Business and Organizational Management Capacity

Comprehensive design for effective school functioning supporting educational vision. Pomona Valley YES is currently developing a business development plan which will be completed during the planning grant period. The business plan is the lifeblood of a charter school as it outlines the organizational and business structure to make the vision become a reality.

Activities to develop a proposed budget demonstrating the school's fiscal viability.

The Pomona Valley YES Planning Team is currently investigating and researching information for the development of the business plan. These decisions will include, but not be limited to the following:

Catgegorical delineation and funding/ services Audit and liability; Expansion of curriculum resources Enhancement of technology systems

The budgets will include: first year operating budget detailing revenues and expenditures by line item including cash flow statements; a two through sixth year projected budgets; and ten year

organizational plans, including growth expectations. The overall business plan will include: school description, market analysis, marketing strategy, management plan, staffing plan, facilities maintenance plan, operating schedule, and the budgets listed above. Based on the Business Plan, the Planning Team and the Pomona Unified School District will develop a Financial Memorandum of Understanding detailing funding sources [revenue limit, formula based and non-formula based categoricals, new and one-time funding], district services and costs, data reporting PVYES Charter School, budget and audit submission, etc.

Pomona Valley YES fiscal system adheres to the generally accepted Federal accounting priniciples and standards. The MIP [Micro Information Products] Fund Accounting System is utilized which has the capacity required for non-profit organization fiscal accountability and tracking, including a General Ledger and Accounts Payable Modules.

Governance and management structures: Pomona Valley YES has drafted a governance and management structure which will be enhanced during the grant planning period.

Governance: Pomona Valley YES has been in operation for twenty-five years and has an established corporate Board of Directors representative of the community. The Governance for the charter school will include; a Policy Council [50% parents and students representatives], public/private organization representatives, with the Director serving as the advisor. During the planning grant period, the Planning Team will work to refine all aspects of the Governance plan.

Management Structure: The Pomona Valley YES management structure will include: Director, Principal, Curriculum Manager, Records Manager, Fiscal Officer and Legal Advisor. In addition, credentialed teachers and certificated staff will be recruited during the grant planning phase. Qualified and committed teachers with a dedication to work in an altenative educational environment. The Charter Planning Team will further investigate other successful models and augment the existing management structure to enhance program performance and the student/family learning environment envisioned by the Pomona Valley YES Charter School.

Staffing: Staffing is under review and development and will be finalize during the planning grant period. Highlighted below is a sketch of some staffing being considered:

Planned Staff Assignment	1999	2000	2001	2002
Credentialed Academic Teachers [25	3FTE			
students/class/3 classes]				
Independent Study [Designated Teachers]	2FTE			
Home Study [Designated Teachers]	2FTE			
Computer Skills Training Technicians[25	3FTE			
students/class/ 3 classes]				
Peer Leadership Students/Tutors	Varies			
Business Mentors [to see commitment from all	Varies			
major business industries]				
Licensed Clinical Social Worker/In-Home	2PTE			
Counseling, for family support.				
Accounting	2FTE			
Legal Services	.05			
Clerical Support	3FTE			
Assistant Director/Fiscal Officer	1FTE			

Executive Director	1FTE		
Parent Partnerships Association	N/A		

School Facilities: The Charter School will be located at the existing Pomona Valley YES property site. The Planning Team will be working with the City to expand its facility resources during the planning grant period to provide alternative sites for its various school activities. As the program evolves, parents and students may also meet with their assigned mentors at a location agreeable to all parties. This may include the home of the student [all meetings with minors must include the parent or legal guardian], the PVYES Charter School facilities or at another public or private meeting place agreeable to all.

Collaboration and Networking Strategies

Involvement of Parents and Community members in the charter development:

The Planning Team consists of a diverse group of professionals, including, business/community representatives, religious community, students, Board members, a former Vice-President of Cal State Polytechnic University at Pomona, and representatives from the Pomona Unified School District.

Discussions concerning the Charter School began two years ago when it was identified that an alternative method of reaching and teaching our youth must be developed. This need was based on analyses from parent groups, school site parent responses to annual satisfaction surveys and the fact that the City of Pomona has a rapidly growing younger population with over 36% under the age of 18 [Source: 1998 ECAP- Economic & Political Analysis]. In addition, the Greater Pomona Valley Youth Alliance Family Support Network [established & funded in 1995], representing over fifteen distinct public and private organizations will become an integral partner within the PVYES Charter School family environment.

Partnerships with Parents: The Pomona Valley YES Charter School mission statement and educational vision points to the **Family Unit** as the key component in the social, personal, physical, emotional and educational development of students. Strengthening and building the family and respective student to reach higher academic achievement levels will help to create a more viable economy. The U.S. Department of Education's publication, *Partners in Learning: How Schools Can Support Family Involvement in Education*, states, that families must take an active and direct role in their children's education.

Pomona Valley YES Charter School environment will further develop its management and governance structure to ensure that parents are encouraged to take active roles, including set-up of Parent contracts. Parent contracts will help to ensure parents are checking on their children's progress, attending teacher/parent conferences and volunteering to support the school's vision.

Partnerships with the Community and Other external Partnerships: Alliances will be developed with local universities and colleges [California State Polytechnic University, University of La Verne, the Claremont Colleges, Western University Health Sciences & Mt. San Antonio College] to augment student learning and to assist those students requiring educational enrichment beyond the Pomona Valley YES Charter School established curriculum. In addition, Pomona Valley is the lead organization of the Family Support Network for the Greater Pomon Valley Youth Alliance. This collaborative of more than fifteen service providers offers intensive

supportive services and outreach to youth. Network organizations are shown in "Attachment 1" on page 15.

Overall Progam Evaluation

A comprehensive program evaluation plan is being further investigated by the Planning Team during the planning grant phase, which will detail accountability for student achievement, program exit outcomes, fiscal and organizationsl viability and faithfulness to the approved Charter.

Support for Getting the Charter Petition Circulated and Aproved

Pomona Valley YES is non-profit public benefit organization which has provided supportive services to economically and educationally disadvantaged at-risk youth and their families for twenty-five years.

The organization is well known through-out the Greater Pomona Valley areas [comprised of 6 neighboring cities], including sister cities and social institutions within Los Angeles County. Support for the development and approval of the Charter School is underway and the Planning Team is working diligently to create a marketing strategy to clearly communicate to the business, religious, non-profit organizations and other entities, which work with youth.

Specific Activities and Work to be Done

A Draft Charter Petition incorporating the required 14 elements was submitted in March 1999 to the Pomona Unified School District [PUSD] for technical guidance and support. Pomona Valley YES is in the process of refining the proposed timeline for the activities and strategies for approval of the Charter. **Specific timeline deliverables include, but are not limited to;**

- 1) 2/99- PUSD and Pomona Valley YES made a public announcement of the petition to be submitted to develop a Charter school.
- 2) 3/99- PVYES submitted a Draft Charter Petition to the PUSD
- 3) 4/99- Finalize the Draft Charter Petition and submit the Charter to the Superintendent of Schools, PUSD.
- 4) 5/99- PUSD Public Hearing period for approval or denial of Charter Petition.
- 5) 3/99 to 5/99- Business Plan Team completes, investigates and develops a business plan detailing a clear delineation of responsibility between the District and PVYES Charter School, a staffing plan, a liability plan, budgets, a reserve plan, annual budget showing cash flow, a two-sixth year projections, including ten year organizational plans with growth expectations.
- 6) 6/99- PUSD notification for Charter Petition approval.
- 7) 6/99 to 8/99- Planning Team completes, investigates and develops a detailed marketing plan, including application enrollment package, solicits speaking engagements, delivers classroom presentations, conducts media campaign, and enrolls students.
- 8) 6/99- PVYES conducts recruitment process and hires Administrator, teachers, and other support staff.

Strategies for recruiting students will entail the following actions: distribution of informational brochures/flyers, Web Site advertisement, media advertisements, parent meetings, open house meetings, and presentations to ethnic and religious organizations.

Justification for Use of Planning Grant Funds

First, the planning grant funds will be used to fulfill the **educational vision** of the Pomona Valley YES Charter School by focusing on the faithfulness to the Charter. This will be accomplished by using one-half of the funds for technological advancements and curriculum enhancement. Secondly, funds will help to create an effective school structure by utilizing a portion for the complete development of the business plan for the charter school. Lastly, funds will be used to support research activities in the area of staff training/development for implementation of a Family Learning environment. Pomona Valley YES will provide matching funds towards the the planning and development of the charter school.

VII. Self-Assessment and Procedures for Monitoring Progress Towards Completion of the Charter Proposal

Traditional formative and summative structures of self- ssessment will be further investigated to develop evaluation systems which can track student and parent progress in achievement of goals set within the Customized Student Plans, the Parent Contracts and program performance in proposed exit outcomes, faithfulness to the charter, timeliness for the completion of specific deliverables, program expenditures. Internal monitoring shall be conducted by the Fiscal Officer and designated hired consultant to assess overall achievement in the above listed areas.